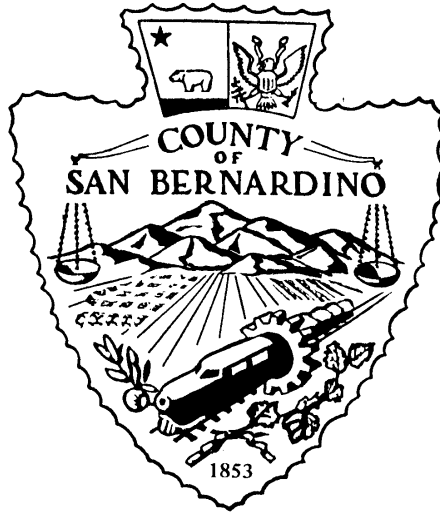


# COUNTY OF SAN BERNARDINO



## CITIZEN PARTICIPATION PLAN

**For the Consolidated Submission of the HUD  
Housing and Community Development Grant  
Programs**

**PROGRAM YEAR 2002-2003**



# **County of San Bernardino**

## **CITIZEN PARTICIPATION PLAN**

**For the Consolidated Submission of the HUD  
Housing and Community Development Grant  
Programs**

**PROGRAM YEAR 2002-2003**

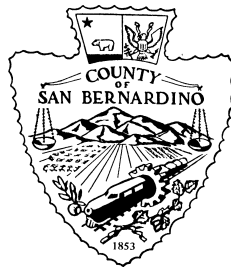
### **BOARD OF SUPERVISORS**

**FRED AGUIAR**

*Chairman, Fourth District*

**BILL POSTMUS**

*First District*



**DENNIS HANSBERGER**

*Vice Chairman, Third District*

**JOHN D. MIKELS**

*Second District*

**JERRY EAVES**

*Fifth District*

**JOHN F. MICHAELSON**

*County Administrative Officer*

**County of San Bernardino**

**CITIZEN PARTICIPATION PLAN**

**PROGRAM YEAR 2002-2003**

**Economic Development and Public Services Group**

**JOHN D. GOSS**  
*Assistant County Administrator*

**KEITH LEE**  
*Associate Administrative Officer*

**Department of Economic and Community Development**

**THOMAS R. LAURIN**  
*Director*

**DOUGLAS PAYNE**  
*Deputy Director*

**BAXTER J. WILLIAMS**  
*Deputy Director*

**Prepared by:**

**Community Development Division**  
**David Larsen, Section Chief, Program and Compliance**

**290 North D Street, Sixth floor, San Bernardino, CA 92415-0040**  
**For Additional Information call (909) 388-0959**

## **CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan provides a framework and the process by which the County's consolidated planning efforts comply with the citizen participation requirements promulgated by the U.S. Department of Housing and Urban Development (HUD). Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, and program regulations under 24CFR Part 91, Subpart 105(b) identify specific standards for citizen participation.

The County of San Bernardino is entitled to receive annual grant funding from the Emergency Shelter Grant (ESG), Home Investment Partnerships (HOME), and Community Development Block Grant (CDBG) programs to assist in community and economic revitalization. The citizen participation process will educate the public on the purpose of the three grants and the process which the County will use to secure them. Through implementation of this Citizen Participation Plan, the public will be afforded the maximum feasible opportunity to provide input on housing and community development needs, issues and problems affecting very low- and low-income persons. Also, the public is encouraged to develop project proposals, give input to project selections and funding distribution, and participate in the implementation of funded activities.

The following goals, objectives and action steps have been incorporated into the County's Consolidated Plan and specifically meet program year 2002-2003 grantee certification requirements.

### **GOAL I**

Provide for and encourage citizen participation, with particular emphasis on participation by very low- and low-income persons who are residents of slum and blighted areas and of areas where funds are proposed to be used for public and assisted housing developments.

#### **OBJECTIVE I(a)**

Provide to citizens residing in slum and blighted areas, in areas targeted for housing and community development activities and in public and assisted housing developments, information regarding the amount of ESG, HOME and CDBG funds that are to be available, the range of activities that can be undertaken and the procedures and contact points available for their involvement in the County's consolidated planning process.

#### **ACTION STEP I(a)(1)**

Publish in newspapers of general circulation, which cover target areas and cooperating cities, a notice to the general public that the County is initiating a consolidated planning process including the amounts and types of assistance expected, the range of activities that may be undertaken, and how citizens can become involved in the planning and the project development processes.

At a minimum, the public notice will consist of display advertisements published in the following community newspapers.

Big Bear Life and Grizzly	Needles Desert Star
The Chino Champion	Precinct Reporter
Crestline Courier	Redlands Daily Facts
Colton City News	The San Bernardino American News
Colton Courier	The Sun
Desert Dispatch	Valley Wide Newspapers -Combined
El Chicano	Advertising (Hesperia Resorter,
Hi-Desert Star	Apple Valley News, Adelanto
The Desert Trail	Bulletin, Victorville Post Press, and
Hispanic News	County Legal Reporter)
Inland Valley Daily Bulletin	The Victor Valley Daily Press
The Leader	Westside Story
Mountaineer/Progress	Yucaipa/Calimesa News Mirror
Mountain News	

The El Chicano, Hispanic News, Precinct Reporter, Westside Story, and the San Bernardino American News are publications which specifically reach minority readers. The El Chicano is available to the County's largest concentration of non-English speaking citizens.

The text of this notice is summarized as follows:

**Title:** *Identifies the County of San Bernardino's Department of Economic and Community Development (ECD) Consolidated HUD Community Planning and Development (CPD) Grants program and the year of the program to which the notice pertains.*

**Notice Preamble:** *Provides the three principal purposes of the Notice; references the three federal grant programs (ESG, HOME, CDBG) to be in a single application and the County's responsibility to administer the three programs within the unincorporated areas and 14 cities cooperating with the County in the application of the three grant programs; and invites and encourages citizen input regarding housing and nonhousing issues, needs and problems.*

**Federal Grant Program Descriptions:** *Descriptions of each of the three grant programs (ESG, HOME, CDBG) are provided including references to the*

*applicable enabling legislation, program intent, anticipated funding level, intended beneficiaries, eligible activities and information contact points.*

**ESG Eligible Activities:** *ESG funds can be used for the following activities:*

1. *Emergency Cold Weather Shelter;*
2. *Essential Services to Homeless Persons;*

**HOME Eligible Activities:** *The Home Program provides direct and indirect housing assistance to individuals and/or households earning 80 percent or less of the area median income level established by HUD through the following program activities:*

1. *Tenant-Based Rental Assistance*
2. *Tenant-Based Security Deposit Assistance*
3. *Homeownership Assistance Program*
4. *Community Housing Development Organization Program*
5. *Rental Property Acquisition and/or Rehabilitation Program*

*Eligible individuals apply directly for assistance through the first three programs listed above. Programs 4 and 5 allow individuals and/or organizations to apply for low interest financing on residential property to be made available to eligible individuals as affordable rental housing. Funds are distributed on a first-come, first-served basis.*

**CDBG Eligible Activities:** *Basic CDBG eligible activities are listed in categories as follows:*

1. *Acquisition of Real Property;*
2. *Disposition of Real Property;*
3. *Construction and Rehabilitation (of publicly owned facilities);*
4. *Rehabilitation of Public or Private-Owned Housing;*
5. *Demolition and Clearance;*
6. *Public Services;*
7. *Interim Assistance;*
8. *Removal of Architectural Barriers;*
9. *Special Economic Development Activities.*

**Request for Proposals:** *Announces that ECD is accepting CDBG project*

*proposals for the program year; identifies the location for securing application forms and establishes a deadline for submitting project proposals.*



### **OBJECTIVE I(b)**

Notify public agencies regarding the consolidated planning process and their opportunity to become involved as well as to involve local citizens in this process.

#### **ACTION STEP I(b)(1)**

Send letters or memos to County departments, special districts, Community Based Organizations (CBO's), and cooperating cities informing them of the consolidated planning process requirements and the process for submitting project proposals. CBO's receiving notification letters will be agencies who previously applied for CDBG funding and agencies requesting to receive notification.

### **GOAL II**

Provide citizens with reasonable and timely access to local meetings, information and records relating to the identification of needs, the consolidated planning process including project proposals, and the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act.

### **OBJECTIVE II(a)**

Update for Fiscal Year 2002-2003, the results from the following action steps that were carried out as part of the 2000-2005 Consolidated Plan effort, to inform citizens about the consolidated planning process and to obtain information from citizens about local housing, community and economic development needs for the five year planning period.

#### **ACTION STEP II(a)(1)**

As part of the 2000-2005 Consolidated Plan effort, conduct a series of Needs Identification Forums within the 14 participating cities and the unincorporated communities to solicit input from citizens, public agencies and other interested parties regarding housing and community development issues, needs or problems; to provide information on the consolidated planning process and applicable grant programs; and to encourage the submission of project proposals.

#### **ACTION STEP II(a)(2)**

Publish in newspapers of general circulation, which cover unincorporated communities, a notice during the 2000-2005 Consolidated Plan effort, to the general public inviting citizens to participate in Needs Identification Forums to identify the community

development and housing needs of very low-and low-income persons.

**ACTION STEP II(a)(3)**

As part of the 2000-2005 Consolidated Plan effort, conduct a series of meetings within various housing projects to solicit input from the residents regarding housing and community development issues, needs or problems, and to provide information regarding the consolidated planning process and applicable grant programs.

**OBJECTIVE II(b)**

Provide an advertised two-month period for citizens to identify current needs through the submittal of CDBG project proposals for the 2002-2003 program year. Consider project proposals after the two-month filing period.

**ACTION STEP II(b)(1)**

Publish the notice identified in Action Step I(a)(1) with the provision for the two month project proposal filing period. Review and consider proposal needs identified in the proposals received during the two month period.

**OBJECTIVE II(c)**

Publish notices covering all public meetings relating to the identification of needs and review of the updated Citizen Participation Plan.

**ACTION STEP II(c)(1)**

Publish a public hearing notice, as described by Action Step IV(a)(2).

**OBJECTIVE II(d)**

Provide information and records to the public about proposed projects and the actual use of funds under the HOME, ESG and CDBG programs.

**ACTION STEP II(d)(1)**

Make draft copies of the Proposed and the Final Consolidated Plan, related needs information, and performance documentation available for review at the office of the

County Department of Economic and Community Development.

**ACTION STEP II(d)(2)**

Publish notices announcing the availability of the Final Consolidated Plan, related needs information or performance documents. The notices are described in Action Steps IV(a)(2), IV(c)(1) and VI(a)(1).

**GOAL III**

Provide for technical assistance to groups representative of very low-and low-income persons who request such assistance in developing proposals under the HOME, ESG and CDBG programs.

**OBJECTIVE III(a)**

Establish an annual project proposal submission and review cycle that provides information, instructions, forms, and advice to interested very low-and low-income citizens or representative groups so that they can have reasonable access to the funding consideration process.

**ACTION STEP III(a)(1)**

Provide self-explanatory project proposal forms and instructions to all persons who request them whether by telephone or by letter.

**ACTION STEP III(a)(2)**

Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups asking questions on how to write or submit eligible project proposals.

**ACTION STEP III(a)(3)**

Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications.

**OBJECTIVE III(b)**

Obtain information in the form of completed project proposal forms from citizens or local agencies and assemble a list of eligible proposals available for public review.

**ACTION STEP III(b)(1)**

Conduct a project eligibility analysis process to determine, at an early stage, the eligibility of each proposed project. In cases where only minor adjustments are needed to make proposals eligible or otherwise practical, County staff will advise the proponents on the options available and make desired changes to the proposals.

**ACTION STEP III(b)(2)**

Send letters to proponents of eligible project proposals regarding the eligibility status of their applications and the dates, times and places of upcoming public meetings or hearings in which their proposals are expected to be reviewed.

**GOAL IV**

Provide for public hearings to obtain citizen views on housing and community development needs, proposed projects and activities, the consolidated plan and any amendments thereto and program performance.

**OBJECTIVE IV(a)**

Conduct a public hearing before the County Board of Supervisors to receive citizen input on housing, community and economic development needs, issues or problems, and the amended Citizen Participation Plan at a time and location convenient to the public and with accommodations for the handicapped.

**ACTION STEP IV(a)(1)**

County will collect and categorize the needs data developed from the Needs Identification Forums conducted in the cooperating cities and unincorporated areas and from project proposals received, and will prepare a Needs Identification Report and an amended Citizen Participation Plan for presentation to the Board of Supervisors at an advertised public hearing.

**ACTION STEP IV(a)(2)**

A notice will be published (minimum 1/8 page display ad) in newspapers of general circulation throughout the County concerning the public hearing, 14 days prior to such hearing. The newspapers to be used are those listed in Action Step VI(a)(1). The text of the notice is summarized as follows:

***Hearing Notice:*** Announcement is made that the County Board of Supervisors will hold a public hearing on a specified day and date, at a specified time, at the Chambers of the Board of Supervisors.

***Purpose:*** The purpose of the hearing is explained. Review of the updated Needs Identification Report, the obtaining of citizen's views on housing, community and economic development needs, and on the amended Citizen Participation Plan.

***Invitation to Public:*** Those individuals wishing to express their views are invited to attend the public hearing or submit written comments. An address for comments is provided. Draft copies of the Needs Identification Report and the Citizen Participation Plan are available for review at the County ECD office.

#### **ACTION STEP IV(a)(3)**

The County Board of Supervisors will conduct an open public hearing in February of 2002 to review the Needs Identification Report and the amended Citizen Participation Plan and to receive citizen input on both documents. The hearing will be held in the Chambers of the Board of Supervisors, 385 North Arrowhead Avenue in the City of San Bernardino.

#### **OBJECTIVE IV(b)**

Assure that the cooperating cities conduct publicly advertised hearings before elected officials to receive citizen input on community needs and to review proposed Community Development Block Grant (CDBG) projects/activities, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the handicapped.

#### **ACTION STEP IV(b)(1)**

Each year, the County will send a written notice to each cooperating city advising them that the consolidated planning cycle has begun and that the County is accepting project proposals.

#### **ACTION STEP IV(b)(2)**

Each cooperating city will formulate CDBG project proposals designed to meet identified community needs in their jurisdiction. The cities will submit the proposals to the County for eligibility analysis.

#### **ACTION STEP IV(b)(3)**

The County will evaluate the eligibility of all city CDBG project proposals, whether submitted by the cities or by persons or groups in the cities, and return the eligible proposals to the cities for funding consideration.

#### **ACTION STEP IV(b)(4)**

At publicly advertised hearings, the city councils of the cooperating cities will review the eligible CDBG proposals, prioritize them and assign dollar amounts to their selections up to a total no greater than each city's allocation. The cities will send to the County a priority list accompanied by certified minutes or resolutions confirming council actions.

#### **OBJECTIVE IV(c)**

Conduct a public hearing before the County Board of Supervisors to receive public testimony regarding the proposed Consolidated Plan, amendment of the plan or performance report at a time and location convenient to potential and actual beneficiaries, and with accommodations for the handicapped.

#### **ACTION STEP IV(c)(1)**

A notice will be published (minimum 1/8 page display ad) in newspapers of general circulation throughout the County concerning the public hearing, 14 days prior to such hearing. The newspapers to be used are those listed in Action Step VI(a)(1). The text of the notice is summarized as follows:

***Hearing Notice:*** *Announcement is made that the County Board of Supervisors will hold a public hearing on a specified day and date, at a specified time, at the Chambers of the Board of Supervisors.*

***Purpose:*** *The purpose of the hearing is explained. Review of the proposed Consolidated Plan and the obtaining of citizen's views on project proposals and on the proposed Consolidated Plan.*

***Grant Amount:*** *The anticipated total grant amount for the program year for each of the three grant programs is stated.*

***Invitation to Public:*** *Those individuals wishing to express their views are invited to attend the public hearing or submit written comments. An address for*

*comments is provided.*

**ACTION STEP IV(c)(2)**

At least two weeks prior to the public hearing, the County will notify, in writing, all proponents of eligible project proposals that their proposals are eligible and that a public hearing will be held at a specified date and time to review the proposed Consolidated Plan and project proposals therein and to receive public comments.

**ACTION STEP IV(c)(3)**

At least two weeks prior to the public hearing the County will notify in writing each participating city that a public hearing will be held at a specific date and time to review the proposed Consolidated Plan and to receive public comment.

**ACTION STEP IV(c)(4)**

In anticipation that non-English speaking residents will be in attendance at County public hearings, the County will assure that bilingual personnel are available to assist non-English speaking residents wishing to provide testimony at the public hearings on Consolidated Plan items.

**ACTION STEP IV(c)(5)**

Each year the Board of Supervisors will conduct a publicly advertised hearing to consider the proposed Consolidated Plan, to review staff recommendations regarding which project proposals, including prioritized cooperating city proposals, and corresponding funding levels will best meet identified needs and to receive citizen input. At its conclusion, this hearing will be continued for a period of two weeks to enable staff to make any recommended revisions to the plan prior to final consideration and approval by the Board.

**ACTION STEP IV(c)(6)**

At the continued public hearing, the Board of Supervisors will review and approve the Consolidated Plan as revised.

**ACTION STEP IV(c)(7)**

County public hearings will be conducted at the San Bernardino County Government Center Board Chambers, 385 North Arrowhead Avenue, San Bernardino, California

during regularly scheduled hearing dates and times. This facility is centrally located and fully furnished and equipped to accommodate all citizens who wish to participate. The Government Center and Chambers are fully handicapped accessible with provisions for persons in wheelchairs to address the Board from two flat, accessible, and microphone equipped locations in the Chambers. A specifically designed ramp allows wheelchairs to access a microphone position at the floor level of the chambers also.

#### **OBJECTIVE IV(d)**

Conduct a public hearing before the County Board of Supervisors to review activities conducted and accomplishments achieved during the 2002-2003 Program Year completed on June 30, 2002. The hearing will be held in September of 2003, prior to submission of the County's Consolidated Annual Performance and Evaluation Report (CAPER) to HUD.

#### **ACTION STEP IV(d)(1)**

Publish notification of the public hearing on the 2002-2003 Performance Review, in a newspaper of Countywide circulation and make Annual Performance Review (APR) copies available for public review at the County ECD office.

### **GOAL V**

Provide for timely consideration and response to comments, complaints and grievances regarding the Consolidated Plan, Consolidated Plan Amendments or the Performance Report.

#### **OBJECTIVE V(a)**

Consider any comments or views of citizens or units of local government received in writing, or orally during the public hearing on the proposed Consolidated Plan, Consolidated Plan Amendments or the Performance Report.

#### **ACTION STEP V(a)(1)**

County will prepare a summary of all comments and views expressed by citizens or units of local government at the public hearing on the final Consolidated Plan, Consolidated Plan Amendments or Performance Report and will attach said summary to the final Consolidated Plan, Consolidated Plan Amendments or the Performance Report.

#### **OBJECTIVE V(b)**



Receive and respond to written complaints and grievances from a central County office location in San Bernardino County, within 15 working days where practicable.

**ACTION STEP V(b)(1)**

All written complaints and grievances regarding the County's Consolidated Plan received by the County will immediately be forwarded to the County Department of Economic and Community Development (ECD).

**ACTION STEP V(b)(2)**

ECD will receive, log-in, and file all written complaints and grievances. A letter responding to each complaint or grievance will be written and sent to the party or parties from which the complaint or grievance was received. Depending on the nature of the project, the time that it requires for resolution, and staff resources available to investigate and respond, the written response will be sent within 15 days or as soon as possible otherwise.

**GOAL VI**

Provide for a wide distribution of the Consolidated Plan, or summary thereof, to afford citizens throughout the County a reasonable opportunity to examine its contents.

**OBJECTIVE VI(a)**

Publish a summary of the Proposed Consolidated Plan.

**ACTION STEP VI(a)(1)**

Publish a display advertisement notice in the newspapers of general circulation listed as follows:

Big Bear Life and Grizzly  
The Chino Champion  
Colton City News  
Desert Dispatch  
Desert Trail  
El Chicano  
Hi Desert Star

The Precinct Reporter  
Redlands Daily Facts  
The Sun  
The Victor Valley Daily Press  
Westside Story  
San Bernardino American News  
Valley Wide Newspapers - Combined

Hispanic News	Advertising (Hesperia Resorter, Apple
Needles Desert Star	Valley News, Adelanto Bulletin,
Inland Valley Bulletin	Victorville Post Press, and County
Lucerne Valley Leader	Legal Reporter)

In addition to background information on the consolidated planning process, the notice will describe the purpose and contents of the Consolidated Plan and will include the following:

**Background:** *The approval action by the County Board of Supervisors is detailed including the County's intent to submit the Consolidated Plan to HUD.*

**Use of Funds:** *The grant amounts are stated and how their use is divided among various activities.*

**Communities to be Assisted:** *Unincorporated target areas and cooperating cities are listed as areas where housing and community development activities will be conducted using the anticipated grant funds from each grant program.*

**Benefit:** *The sum of ESG, HOME and CDBG funds, and the percentage of the total amount of grant funds to be received from the three programs, that will be used in activities principally benefiting very low-and low-income persons, is specified.*

**Displacement:** *The County's intent to not undertake any activities that will cause involuntary displacement is stated. A second statement is made regarding how the County will implement and fully comply with State and Federal relocation and acquisition statutes.*

**Citizens Comments:** *Provides an invitation to citizens and units of government to make comments on the Consolidated Plan, at a specified address and telephone number. A 30 day deadline for citizen comments is specified.*

**Consolidated Plan Submission:** *A date is given by which the County intends to submit its Final Consolidated Plan to HUD. The availability of the Consolidated Plan to the public is specified.*

**Consolidated Plan Distribution:** *The locations where copies of the Consolidated Plan will be made available for public inspection and comment are listed at the end of the Notice.*

#### **ACTION STEP VI(a)(2)**

Reproduce and distribute copies of the Final Consolidated Plan to public libraries throughout the County. Instructions to librarians will request that the copies be displayed during a specified period of time which corresponds to the 30 day comment period advertised in the Notice.

#### **ACTION STEP VI(a)(3)**

ECD will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the County's use of assistance under the applicable grant programs during the preceding five years.

### **GOAL VII**

Inform citizens with reasonable notice of, and opportunity to comment on, all proposed substantial changes necessitating an amendment to the Consolidated Plan.

#### **OBJECTIVE VII(a)**

Provide public notice and accessible public hearing to review proposed substantial changes requiring an amendment to the Consolidated Plan.

#### **ACTION STEP VII(a)(1)**

Publish notification of public hearing for substantial changes to the Consolidated Plan in a newspaper of Countywide circulation, and where necessary, in appropriate minority oriented community newspapers and in newspapers covering communities affected by Proposed Plan Amendments. Such notice will announce a 30 day public comment period. This comment period will pertain to the overall amendment of the Plan. Specific proposed amendments that are known at the time the notice is published will be listed in the notice, but any additional amendments approved by the Board of Supervisors at the hearing will be covered by the portion of the 30 day comment period remaining after the hearing date.

#### **ACTION STEP VII(a)(2)**

Hold public hearing before the County of San Bernardino Board of Supervisors on the proposed substantial change, and accept public testimony at that hearing.

#### **ACTION STEP VII(a)(3)**

The Department of Economic and Community Development may make modifications to the activities listed in the CDBG portion of the Consolidated Plan, without public notice or an amendment to the Consolidated Plan so long as the modifications do not result in a substantial change to the purpose, scope, location or beneficiaries of an activity. In this instance, substantial change is defined as follows: 1) a net increase greater than 100% of the activity allocation if the allocation is \$10,000 or more as listed in a published Consolidated Plan, or as amended; or 2) a net increase greater than \$10,000 for activities with an allocation listed in a published Consolidated Plan, or as amended, in an amount less than \$10,000; for 3) a net increase or decrease in the activity allocation greater than \$50,000; or 4) a change in the type of activity; or 5) a change in the location of the activity; or 6) a change in the beneficiaries of the activity. The program administration activity and the unprogrammed funds category are not subject to the allocation limitations defined under substantial change. Program income can be added to the Revolving Fund projects that generate such income, without causing a substantial change. Business Expansion Loans or Housing Preservation Loans, or other such activities under approved programs can be added to those programs without causing a substantial change. Additional grant allocations from HUD can be added to existing projects or programs without causing a substantial change.

#### **ACTION STEP VII(a)(4)**

The Department of Economic and Community Development may make modifications to the activities listed in the HOME portion of the Consolidated Plan, without public notice or an amendment to the Consolidated Plan so long as the modifications do not result in a substantial change to the purpose, scope, or beneficiaries of an activity. In this instance, substantial change is defined as follows: 1) a net increase greater than 100% of the activity allocation listed in a published Consolidated Plan, or as amended, except when an increase is made to the CHDO Program from the Rental Property Acquisition and/or Rehabilitation Program and/or from the HOME Program/Rental Property Rehabilitation/Refinance Program, in which case the net increase to the CHDO Program cannot exceed two and one half times the allocated amount; or 2) a change in the type of activity; or 3) a change in the beneficiaries of the activity. The program administration activity category is not subject to the allocation limitations defined under substantial change. Program income can be added to the Revolving Fund projects that generate such income, without causing a substantial change.

#### **OBJECTIVE VII(b)**

Provide published notice of proposed substantial change to the Consolidated Plan and obtain

approval from the County Board of Supervisors when a single change is proposed.

**ACTION STEP VII(b)(1)**

Publish a description of the proposed substantial change, (minimum 1/8 page display ad), provide for a 30 day public comment period, and provide the date on which the proposed substantial change will be presented to Board or Supervisors; publish 14 days prior to such date of presentation.

**ACTION STEP VII(b)(2)**

Proposed substantial change will be presented as a scheduled item before the Board on the date published, and testimony will be accepted from anyone requesting to speak.

